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MINUTES

MEDICAL STAFF CAREER SERVICE BOARD MEETING  
Wednesday, 13 February 1957

Present: C/MS - Chairman . . . . . Dr. Tietjen  
DC/MS - Voting Member . . . . .  
C/PD - Voting Member . . . . .  
C/PCD - Voting Member . . . . .  
C/TSD - Voting Member . . . . .  
Personnel Placement Officer . . . . .  
AC/ASD - Acting Executive Secretary . . . . .  
Secretary to C/MS - Recording Secretary . . . . .

25X1A9a

1. Minutes of Previous Meeting

The Minutes of the Medical Staff Career Service Board Meeting of 6 February 1957 were approved by the Members without comment.

2. Promotion

25X1A9a [REDACTED] GS-8, Medical Technician - The Acting Executive Secretary reminded the Members that promotion of [REDACTED] to GS-9 was considered by the Board sometime ago and deferred pending receipt of endorsement of promotion recommendation by the Senior Far East Medical Representative. Evidence of the fact that the Senior Far East Medical Representative is aware of the action in this case has been received and the Acting Executive Secretary recommended the Board approve the recommendation for promotion at this time. After a discussion of the competitive ratings of all GS-7 and GS-8 technicians, the Members decided that, on the basis of length of service and experience, [REDACTED] is deserving of the promotion at this time. Accordingly, promotion to GS-9 was approved.

3. Review of Fitness Reports

25X1A9a a. [REDACTED] GS-9, Physical Requirements Officer - The Acting  
25X1A9a Executive Secretary reviewed a Fitness Report, completed on the occasion  
25X1A9a of [REDACTED] transfer, rated by the Registrar and reviewed by C/ASD. This report stressed [REDACTED] technical capabilities but recommended against his assignment to an administrative position based on his performance while serving as Physical Requirements Officer. Appended to the report was a memorandum from [REDACTED] expressing his personal disagreement with the rater. The Members noted the fact that [REDACTED] was in the position a very short period of time and that only a brief training period was provided. Therefore, the Acting Executive Secretary was requested to prepare a memorandum for C/MS' signature to accompany

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25X1A9a the report, outlining the opinions of the Board with special emphasis on the short period of observation in which the conclusion was drawn that [REDACTED] should not be considered for any position in the administrative field.

25X1A9a b. [REDACTED] GS-8, Head Nurse - C/TSD reviewed for the Board the Annual Fitness Report on [REDACTED] which was rated by the Chief Nurse and reviewed by C/TSD. The Board did not recommend Mrs. [REDACTED] be considered for any other position in the future other than the one she now occupies. 25X1A9a

4. Training Evaluation Reports

C/PCD reviewed Training Evaluation Reports on the following individuals for the courses noted:

25X1A9a [REDACTED] GS-9, Medical Technician - IOC  
[REDACTED] 6, Medical Technician - Operations Support  
[REDACTED] 13, Medical Officer - Operations Support  
[REDACTED] (y completed)  
[REDACTED], Physical Requirements Officer - Operations  
[REDACTED] (partially completed)  
[REDACTED] GS-14, Clinical Psychologist - Operations  
[REDACTED] (partially completed)

5. Periodic Step Increases

The Board noted the fact that the following individuals will receive Periodic Step Increases in the near future:

25X1A9a [REDACTED] GS-8, Head Nurse  
[REDACTED] GS-5, Clerk-Typist

6. Career Service Designation Transfer

25X1A9a [REDACTED] GS-9, Medical Technician (Supply) - The Acting Executive Secretary stated this case was previously considered by the Board at which time it was decided to query the Office of Logistics as to whether or not [REDACTED] would be accepted by that Office. Word has been received that the Office of Logistics Career Service Board approved this transfer effective upon the return of [REDACTED] to this country. 25X1A9a  
25X1A9a The Acting Executive Secretary asked the Members to consider this case again and recommended the request for transfer of Career Service Designation be approved. At the time this case was considered before, question was also raised as to whether or not the Medical Staff could spare Mr. [REDACTED] services. The Acting Executive Secretary stated he feels there are other Medical Staff employees who could be trained in the type of duties now performed by [REDACTED] also, the only position open for the Subject on his return would be the position he left when transferred 25X1A9a

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overseas, namely the Supply Technician position at [REDACTED] and this 25X1A6a would not mean a promotion in either responsibilities or grade. The Acting Executive Secretary also assured the Members that [REDACTED] would 25X1A9a be replaced by a Medical Career Designee. The Board Members approved the request for transfer of Career Service Designation.

7. Assignment

25X1A6a The Acting Executive Secretary asked the Members to consider the assignment of a Medical Technician to [REDACTED] as a replacement for [REDACTED] 25X1A9a  
25X1A9a [REDACTED] GS-8, Medical Technician. The following three candidates were named:

25X1A9a [REDACTED] r., GS-8, Medical Technician  
[REDACTED] GS-8, Medical Technician  
[REDACTED] GS-6, Medical Technician

25X1A9a The Acting Executive Secretary strongly recommended the assignment of Mr. [REDACTED] to this position. However, C/TSD did not feel that Mr. [REDACTED] would 25X1A9a be technically competent for this position and preferred that he remain in Headquarters for additional technical training. C/TSD added that a technician due to EOD in the near future would appear to possess the qualifications desired for this assignment and recommended action be held in abeyance pending a review of the new technician's proficiency. C/MS asked that this matter be decided outside of the Career Service Board Meeting.

8. Career Preference Outlines

The Board again discussed the purpose of the Career Preference Outlines and the reasons for their review. Reference was made to CIA Regulation 20-115 and also to the Career Service Board Meeting of 19 December 1956. The timing of the review of the Outlines was also discussed.

In connection with this discussion, C/MS asked the Members' opinions regarding the procedures of the Board. It was decided that, while it is necessary to consider individual case actions, too much time is spent reviewing and discussing matters not immediately pertinent to the careers of Medical Staff personnel. Accordingly, the Acting Executive Secretary was requested to prepare and disseminate to the Members prior to the next meeting a more effective means of presenting such matters as Fitness Reports, Training Evaluation Reports, and Periodic Step Increases.

The subject of Review of Career Preference Outlines is to be placed on the Agenda for the next Career Service Board Meeting.

MS/mam

Distribution:

Orig - C/MS	1 - C/PCD
1 - DC/MS	1 - C/TSD
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